



## RULES AND REGULATIONS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
SHEPAUG VALLEY REGIONAL SCHOOL DISTRICT 12  
11A School Street / P.O. Box 386, Washington Depot, CT 06794  
Phone: 860-868-6100 Fax: 860-868-6103

### – USE OF SCHOOL FACILITIES BY THE PUBLIC –

#### **I. STATEMENT:**

“The primary function of school facilities is the efficient, orderly and undisturbed housing of the educational program. It is acknowledged that as long as this aim is achieved, effective use of school facilities by outside groups is possible as a display of good community relations.”<sup>1</sup>

#### **II. PROCEDURES:**

##### **A. REGULATIONS GOVERNING USE**

1. Application for the use of any school facility shall be made on the prescribed forms and submitted to the principal's office of the respective school at least two weeks prior to the use date. Reservations of a regular, recurring basis shall not exceed one year in length from initial function.
2. The custodial supervision necessary shall be determined by the Superintendent of Schools or designee after the application is made.
3. A report shall be made by the custodian in charge to the Superintendent of Schools or designee after each usage. All organizations shall be held responsible for the proper care and use of the buildings and shall be charged for any damage to equipment or the building as a result of their usage.
4. All permits (even though granted) are subject to cancellation at any time by the administration if the facilities are misused, regulations are not followed, or any other reason.
5. The school district shall not be responsible for injury to individuals during unsupervised use of school facilities and/or non-school hours/days.
6. Fee structure and applicable guidelines will be based on the following system of categorization;

<u>Category</u>	<u>Group</u>
I.	School related activities
II.	Region 12 Town Government activities
III.	Region 12 Non-profit, civic, religious, and Town Park and Recreation Departments
IV.	For profit, commercial, and out-of-town organizations

##### **B. GENERAL RULES FOR FACILITY USE**

1. All events and meetings shall be confined to the part of the building reserved.
2. Alcoholic beverages are prohibited in all the buildings or on the grounds.
3. Smoking is prohibited in all buildings.
4. Under no circumstances shall property and equipment of outside organizations be stored in school buildings.
5. Putting up decorations or scenery or moving furniture is prohibited unless permission is granted by the principal or designee.
6. No school equipment or material shall be disturbed except that essential to the activity taking place and approved by the principal.
7. Equipment used must be left in the order in which it was found and returned to the proper place.
8. Chalkboards must be cleaned of any written material by the responsible organization. Written material left on the chalkboards by the regular classroom teacher shall not be disturbed.
9. Facilities must be left in the same condition in which they were found.
10. The facility will be examined after each use and the reserving organization/individual will be billed for any loss or damage occurring during the applicant's use of that facility. The decision as to responsibility shall rest with the Superintendent of Schools or designee.

<sup>1</sup> Board of Education Policy #1330. 3. PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES.

11. All affairs shall conclude no later than 12:00 a.m.
12. School phones shall not be used except in an emergency.
13. No remuneration shall pass directly from the reserving organization to any school employees.
14. Responsibility for payment of Federal/State amusement taxes lies solely with the sponsoring organization.
15. The reserving organization is responsible for specific control and behavior of the group using the facility.
16. The reserving organization is responsible for the preservation of order at all times.
17. Violation of any of the regulations may deprive any organization of the future use of school facilities.
18. There will be no charge for custodial staff when they are on duty during regular hours.
19. Fees for police coverage for groups II, III, IV are to be paid directly by the group using the facility.
20. Regional School District 12 reserves the right to waive any/all fees at the discretion of the School district or designee.
21. User must obtain Liability Insurance as required by the Superintendent and provide copy of insurance with RSD12 named as the additional insured.

### **C. USE OF SWIMMING POOL – Shepaug Valley Middle/High School**

The swimming pool in the Middle/High School is available for use under the following conditions:

1. The swimming pool facility must be sufficiently staffed by fully qualified personnel in accordance with Red Cross standards. Should such personnel not be available by the contracting organization, the school may provide such services.

#### **Fees for Facility Use:**

1. The fees charged for the use of the swimming pool facilities will be as follows:
  - a. Group IV will pay \$100 per day for usage.
  - b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rates under the labor contract in force.
2. Groups II, III and IV shall be responsible for the following if so determined by the principal or designee:
  - a. The fee for the swimming pool director will be \$30 per hour.
  - b. For programs which may require special assistance, additional fees may be required.

### **D. USE OF AUDITORIUM – Shepaug Valley Middle/High School**

The auditorium in the Middle/High School is available for use under the following conditions:

1. Any activity must have a light/stage supervisor provided by Region #12 at the rate of \$30.00 per hour. (Any activity is defined, for the requirement, as being one that utilizes any of the following: stage lights, lighting board, stage curtain, and rigging).

#### **Fees for Facility Use:**

1. Program costs:
  - a. Group IV will pay \$150 per day for performances and rehearsals.
  - b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force.

#### **Fees for stage/lighting supervisor:**

1. Groups II and IV shall be responsible for the following if so determined by the principal or designee:
  - a. The fee for a stage/lighting supervisor will be \$30.00 per hour.
  - b. For programs which may require special assistance, additional fees may be required.

### **E. USE OF GYMNASIUM – Shepaug Valley Middle/High School and Primary Schools**

The gymnasium in the Middle/High School is available for use under the following conditions:

#### **Fees for Facility Use:**

1. Program costs:
  - a. Group IV will pay \$100 per day
  - b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force.

The gymnasiums in the Primary Schools are available for use under the following:

**Fees for Facility Use:**

1. Program costs:

- a. Group IV will pay \$75 per day.
- b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force

**F. USE OF PLANETARIUM - Shepaug Valley Middle/High School**

The planetarium in the Middle/High School is available for use under the following conditions:

1. The planetarium must be staffed by fully qualified RSD #12 personnel.

**Fee for Facility Use:**

1. Program costs:

- a. Group IV will pay \$50 per day for the use of the planetarium.
- b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force.

**Fee for Planetarium Director:**

1. Groups II and IV shall be responsible for the following if so determined by the principal or designee:

- a. The fee for the planetarium director will be \$30 per hour.
- b. For programs which may require special assistance or preparation, additional fees may be required.

**G. USE OF CAFETERIA / KITCHEN - Shepaug Valley Middle/High School**

The Cafeteria and Kitchen in the Middle/High School is available for use under the following conditions:

**Fee for Facility Use:**

1. Program costs:

- a. Group IV will pay \$75 per day for Cafeteria only or \$100 per day for the use of the Cafeteria and Kitchen facilities.
- b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force.

**Fee for Kitchen Staff:**

- 1. The kitchen staff is available at an hourly rate or any part thereof as per the prevailing labor contract in force.
- 2. The principal or his designee may require RSD #12 kitchen staff be hired depending on the scope and nature of the event.

**H. CLASSROOMS**

The classrooms in Region 12 are available for use under the following conditions:

**Fees for Classroom Use:**

- 1. Group IV will pay \$50 per day for the use of the classroom(s).
- 2. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rate under the labor contract in force.

**For the period of November 1 to April 30, for Group IV add a \$25 energy surcharge for every 4 hour interval or portion thereof. (Minimum 4 hours).**

**All fees collected for energy charge will be credited to the Board General Fund energy accounts.**

***I, the undersigned have read, understand and agree to the Rules and Regulations of Regional School District 12 for Use of School Facilities by the Public as listed above:***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**POOL RENTAL REQUEST FORM:**

**USE OF SWIMMING POOL - Shepaug Valley Middle/High School**

The swimming pool in the Middle/High School is available for use under the following conditions:

- 1. The swimming pool facility must be sufficiently staffed by fully qualified personnel in accordance with Red Cross standards. Should such personnel not be available by the contracting organization, the school may provide such services.

**Fees for Facility Use:**

- 1. The fees charged for the use of the swimming pool facilities will be as follows:
  - a. Group IV will pay \$100 per day for usage.
  - b. Groups II and IV will pay the cost of custodial services in excess of normal school use based on an hourly rate or any part thereof as per the prevailing wage rates under the labor contract in force.
- 2. Groups II, III and IV shall be responsible for the following if so determined by the principal or designee:
  - a. The fee for the swimming pool director will be \$30 per hour.
  - b. For programs which may require special assistance, additional fees may be required.

**Pool use approval is contingent upon following requirements be met and this Pool Rental Request form along with all necessary certificates be received by the Superintendent's Office one week prior to event.**

- 1) A supervisor must be responsible for the group, and be in the pool area throughout the program. The supervisory staff must be 21 years or older. The supervisory staff must be an adult (21 years or older) with current Lifeguard Certification (including Lifeguard training, first aid, and CPR Professional) and meet American Red Cross certification requirements. For groups of 20 or more swimmers, two or more certified approved lifeguards will be required. Participants must not be allowed in the pool without the certified lifeguard(s) and supervisor(s) present.
- 2) Admittance into the pool will be granted only after the certified lifeguard(s) and supervisor(s) signs in with the building custodian. These names must appear on the completed Swimming Pool Rental Request Form or admittance will not be allowed. The pool area must not be left unattended at any time until the custodian returns to lock the pool doors.
- 3) Supervisor and lifeguards are responsible for handling emergency situations effectively. An emergency phone is mounted in the pool with emergency phone numbers posted next to it. (Dial 911 for emergencies.) A backboard for suspected spinal injuries, a First Aid kit, and a variety of rescue devices are available on-site.
- 4) Groups using school facilities are responsible for supervising their participants while they are in the school building. User groups are also responsible for keeping hallways, locker rooms and pool rooms in good condition. When the facility rental is completed, all facilities must be clean and in acceptable condition for future use. It is important to communicate with the custodian on duty, especially if pool use time will be less than is stated on the contract so that the pool can be secured after the rental.

Organization: \_\_\_\_\_ Event Date(s): From \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_  
*(By signing above, I have read and understand my responsibilities outlined in this document.)*

Lifeguard Name(s): \_\_\_\_\_

Copies of American Red Cross Certificates included:

- First Aid
- CPR for Professional Rescuer
- Lifeguarding



# Regional School District 12

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

11A School Street / P.O. Box 386, Washington Depot, CT 06794 Phone: 860-868-6100 Fax: 860-868-6103 http://www.region-12.org

## Application for Use of Facilities

(Please read Rules and Regulations. **Send signed agreement and completed forms to school.**)

Allow 2 weeks for processing. Region 12 reserves the right to cancel events due to weather or other unforeseen circumstances.)

School Requested: \_\_\_\_\_  Auditorium  Classroom  Cafeteria  Library  Gym  Other \_\_\_\_\_

Locker Room  Pool <\* Additional requirements MUST be met. See details below.>

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Purpose: \_\_\_\_\_ Expected # of People (est.) per occurrence: \_\_\_\_\_

Event Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Day(s) of week:  M  T  W  Th  F  Sa  Su

Time entering facilities: \_\_\_\_\_  am  pm Leaving: \_\_\_\_\_  am  pm

Time program begins: \_\_\_\_\_  am  pm Ends: \_\_\_\_\_  am  pm

Rehearsal Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Day(s) of week:  M  T  W  Th  F  Sa  Su

Time: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

Will Admission/Fee be charged:  Yes  No

Amount of Admission/Donation required: \$ \_\_\_\_\_

Is this a Roxbury, Washington or Bridgewater non-profit organization?  Yes  No

Is this a commercial venture?  Yes  No

**INSURANCE:** Minimum liability insurance of \$500,000 BI/PD is required. If you will be using the **POOL**, or **GYM** for an athletic activity, you **MUST** provide a **minimum of \$1,000,000** BI/PD. Insurance certificate **must** name "**Regional School District 12**" as an additional insured. Insurance certificate copy *must* be received *prior* to event.

*Applicant is financially responsible for any damage or repair cost resulting from negligent or inappropriate use of Region 12 property or facilities. I have read and understand the "Use of Region 12 School Facilities" policy, and will be personally responsible for assuring compliance for the above event(s).*

**CUSTODIAL:** Do you wish to hire Region 12  Yes  No custodial staff to do additional cleaning? # of custodian(s): \_\_\_\_\_

(If No, you bear the responsibility of cleaning up. You may be charged for additional clean-up if it is not done to our satisfaction.)

Do you require furniture to be moved?  Yes  No

If Yes, specify: \_\_\_\_\_

Do you require any special equipment?  Yes  No

If Yes, specify: \_\_\_\_\_

**TECHNICAL SUPPORT:** Do you require  Yes  No stage lights, or sound system?

If yes: Set-up to begin: \_\_\_\_\_  am  pm End: \_\_\_\_\_  am  pm

**KITCHEN:** Will you use the kitchen?  Yes  No

If yes: Time entering: \_\_\_\_\_  am  pm Leaving: \_\_\_\_\_  am  pm

**IT SUPPORT:** Access to technology required?  Yes  No

If Yes, specify: \_\_\_\_\_

Comments: \_\_\_\_\_

**(NOTE: A DEPOSIT MAY BE REQUIRED PRIOR TO THE USE OF FACILITY)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

<\* Pool Applicant: Completed Pool Rental Request form and all necessary certificates must be received by the Superintendent's Office one week prior to event.>

**FOR CENTRAL OFFICE USE ONLY -- Group Classification:**  Cat I  Cat II  Cat III  Cat IV

Use of Building	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Custodial Fees	_____	\$ _____
_____	_____	\$ _____
Kitchen Attendant	_____	\$ _____
_____	_____	\$ _____
Stage/Lighting Supervisor	_____	\$ _____
Swimming Pool Director	_____	\$ _____
Planetarium Director	_____	\$ _____
Other	_____	\$ _____
_____	_____	\$ _____

**Consult Town Officials:**  
 Constable Required  Fireman Required

**Approvals:**  
Athletic Facilities Supervisor \_\_\_\_\_  
IT Supervisor \_\_\_\_\_  
Other Areas Supervisor \_\_\_\_\_  
Building Principal \_\_\_\_\_  
Facilities Director \_\_\_\_\_  
Dir. of Finance & Operations \_\_\_\_\_  
Superintendent \_\_\_\_\_  
Date \_\_\_\_\_

**FOR APPLICANT**

**Use of Facilities Application:**  
 Approved  Rejected

*Invoice will be sent to the above address after the event based on the rate/charges specified.*

*Additional fees may be charged in the event of damage to the facilities, equipment, or extra hours worked by Region 12 personnel.*

Revised: 05/14